

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Jennifer Alexander
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784



**State of Wisconsin
Governor Scott McCallum**

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Phyllis Dubé
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section**

BWP/BIMA OPERATIONS MEMO

No.: 02-61

File: 2499

Date: 10/29/2002

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

SUBJECT: W-2 Check Style Change

EFFECTIVE DATE: November, 2002

PURPOSE

This memo:

1. Describes the new check style for W-2 cash payments.
2. Gives the implementation schedule for the change.

BACKGROUND

The Department of Administration is changing the style of the W-2 checks going to clients. It looks very different from the check stock that has been used for many years by the State. The current check style is smaller in size (7 1/4" x 3 1/2"), with a yellow background and the stub attached to the left side of the check.

PROCEDURE

NEW CHECK STYLE:

The new check will be a full 8 1/2" x 11" sheet which is the same size as a standard piece of copier paper and similar to the child care provider checks. The top 2/3 of the sheet will be the "check stub"; the bottom 1/3 of the sheet is the actual check which can be detached on the perforated line.

Following are some details about the new look for the check:

1. The background of the new style check is blue.
2. The participant's name and address is on the lower left side of the check in a box with a white colored background.
3. The agency address in the upper left-hand corner is also in a box with the white background color.

NOTE ➤ Some of the agency names have been condensed to fit into the reduced size of the return address window.

4. The header at the top of the page, actually on the check stub, will say:

State of Wisconsin
Department of Workforce Development
W-2 Check

IMPLEMENTATION SCHEDULE

The new style check has been used for replacement W-2 checks for a number of months, but not for the normal daily, delayed, or monthly check runs. The new style checks will be phased in over the month of November on the following anticipated dates:

Auxiliary checks (daily cycle): Requests entered into CARES starting Nov. 1st.

Delayed cycle checks (W2L cycle): Checks produced as a result of the Nov. 6th W2-L cycle.

Monthly cycle checks (W2P cycle). These are mailed on Nov. 29th.

There will also be DXBM announcements on CARES before these changes occur to remind you they are coming. You will also be notified in a CARES DXBM announcement if any of these anticipated dates need to be postponed.

CONTACTS

BIMA CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

DWD/DWS/BWP/KM